

**COLLINSVILLE METROPOLITAN EXPOSITION  
AUDITORIUM AND OFFICE BUILDING AUTHORITY  
GATEWAY CENTER  
November 16, 2017  
Finance Meeting – 6:30 p.m.**

**Call to Order**

The November 16, 2017 Finance Meeting of the Collinsville Metropolitan Exposition Auditorium and Office Building Authority was called to order at 6:30 p.m. by Bob Kinamore.

**Roll Call**

MEMBERS:

Present: Bob Kinamore, Mark Steyer, Kim Thebeau and Ginger Trucano

Absent: None

Also present: Cindy Warke, Executive Director and Kim Jones, Director of Finance

**Public Input**

None

**Consent Agenda**

**Finance Meeting, October 19, 2017**

A **MOTION** was made by Steyer and seconded by Thebeau to approve the meeting minutes for the Finance Meeting held on October 19, 2017. All were in favor. **MOTION** carried.

**Committee Reports**

**Finance**

The Finance Committee audited the monthly financial statements and all items requiring ongoing scrutiny and all of the documents appeared to be in order.

List of extraordinary expenses for the month:

- A & H Mechanical Contracting - \$2,630.00 – Fall preventative maintenance on HVAC system.
- Brauer Supply Company - \$1,211.52 – HVAC filter replacement.
- AD Lift Truck - \$1,095.00 – Lift safety training for staff.
- Leadership Council of SWIL - \$1,900.00 – Annual 2018 membership and Board of Directors annual meeting cost.
- Vault Event Media - \$3,450.00 – Postage estimate for direct mailer for 2018 Let's Go Fishing Show.
- IL Business Journal, Inc. - \$1,100.00 – Full color ¼ page ad for Jingle & Mingle, November 2017 issue.
- West Bend Mutual Insurance - \$22,343.00 – Commercial & auto insurance renewal, 12/1/17-6/1/18.
- Charles L. Crane – \$1,864.00 - Cyber liability insurance renewal, 12/1/17-12/1/18.
- Chamber Internet Solutions - \$1,350.00 – SEM campaign for 2018 Let's Go Fishing Show.
- Travelers - \$4,604.00 – Director & Officer's insurance renewal, 12/1/17-12/1/18.

- Spanky Entertainment - \$1,200.00 – Remaining balance for entertainment for Jingle Mingle, 12/13/17.
- St. Louis Christmas Décor - \$3,450.00 – Exterior holiday lighting.

The total cash on hand in the First Mid-Illinois Bank & Trust Revenue Deposit account less deferred revenue equals \$137,748.61 and total credit card receipts for the month of October are \$89,437.16 thereby creating an overage of \$40,131.30.

#### **Forecasted Revenues and Expenses/Actual Comparison Report**

Jones prepared and distributed a financial report, which projects long-range year-end revenue and expenses. The report also reflects the actual revenue and expenses up to October 31, 2017.

#### **Unfinished Business**

None

#### **New Business**

None

#### **Adjournment**

There was no further business to come before the board. A **MOTION** was made by Steyer and seconded by Thebeau to adjourn the meeting. All were in favor. **MOTION** carried. The Finance Meeting was adjourned at 6:56 p.m.

**The Next Finance Meeting  
Thursday, December 14, 2017**